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1998

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ITEMS PENDING

- *98-20 Revision of the Integrated Core Writing Component Requirement. *
- *98-45 Revision of the Academic Load Policy. *
- *98-46 Revision of the Withdrawal Policy. *
- *98-48 Policy on Review of Short Term Study Abroad Trips. *
- *98-53 MLE 4000, Practicum in Middle School Curriculum and Instruction, New Course. *
- *98-54 Undergraduate Academic Waiver Changes. *
- *98-55 AIS/COM 2100, Computer Concepts and Applications for Business, Revised Course.*
- *98-56 Incomplete Policy Changes. *
- *98-57 Academic Load Policy Changes for Summer Term. *

ITEMS APPROVED

- *98-47 Public Administration Concentration for Political Science Major, New Proposal. *
- *98-52 THA 4834, Methods of Play Production in Middle and Secondary Schools, New Course. *

MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

08/27/98

The August 27, 1998, meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Arcola/Tuscola Room of the MLK Union.

Members present: Dr. Addison, Dr. Bock, Mr. Brinkmeyer, Dr. Hanner, Dr. Mason, Dr. McCormick, Dr. Obia, Dr. Owen, Dr. Sutton, Dr. Wohlstein.

Members absent: Dr. Abebe.

Staff present: Ms. Dolson, Dr. Evans, Ms. Herrington-Perry, Academic Affairs.

Guests present: Mr. D. Dawson, Dr. F. Hohengarten, Mr. J. Kmitch, Ms. T. Sloup, Dr. J. Wolski.

I. Introductions.

Chair Addison welcomed the new and returning members to the Council. The Council members introduced themselves.

II. Minutes.

The Minutes of June 18, 1998, were approved as published.

III. Correspondence.

1. Academic Waiver Report from the College of Arts and Humanities for May 1998.
2. Academic Waiver Report from the College of Sciences for June 1998.
3. Academic Waiver Report from the College of Education and Professional Studies for June 1998.
4. Academic Waiver Report from the Lumpkin College of Business and Applied Sciences for June 1998.
5. Memo (7-13-98) from Dr. Charles Evans regarding the Illinois Articulation Initiative Field Panels in History and Political Science.
6. Executive Action (8-1-98) from the College of Education and Professional Studies.
7. Academic Waiver Report from the College of Arts and Humanities for June 1998.
8. Academic Waiver Report from the College of Sciences for July 1998.
9. Academic Waiver Report from the College of Arts and Humanities for July 1998.
10. Academic Waiver Report from the College of Education and Professional Studies for July 1998.
11. Academic Waiver Report from the Lumpkin College of Business and Applied Sciences for July 1998.
12. Academic Waiver Appeals Committee Report for Spring Semester 1998.
13. COTE Membership List and Meeting Dates for 1998-99.
14. CGS Meeting Dates for 1998-99.
15. Memo (8-10-98) from Dean Hohengarten requesting two appointments to the Committee on Reinstatement.
16. Copy of Memo (8-6-98) from Dr. Charles Evans regarding the Writing Across the Curriculum Report.
17. Copy of Letter (7-21-98) from Dr. Charles Evans regarding appointments to the IBHE Panels.
18. Grade Summary for Summer 1998. Dr. McCormick moved and Dr. Addison seconded the motion, "That CAA urge department chairs to consult the Report on Semester Grades in the office of the appropriate dean." The motion passed with the following vote:

Yes: Dr. Addison, Dr. Hanner, Dr. Mason, Dr. McCormick, Dr. Owen, Dr. Sutton.

No: Dr. Bock, Dr. Obia, Dr. Wohlstein.

Abstain: Mr. Brinkmeyer.

19. E-Mail from Dr. Waldo Born regarding General Education Integrated Core Review.
20. Memo (8-25-98) from Dr. Charles Evans requesting that the Council appoint a representative to serve a two-year term on the University Academic Assessment Committee. Dr. Addison will serve.
21. E-mail from Dr. Bob Augustine requesting that the council postpone agenda item 98-48, Policy on Review of Short Term Study Abroad Trips. Dr. Bock moved and Dr. Wohlstein seconded the motion to postpone this item until 9/3/98. The motion to postpone passed by consensus.
22. Chair Addison would like to commend all those who were involved in developing and implementing the New Student Fall Convocation, including the CAA members in attendance, Dr. Charles Evans and Mr. Brent Gage.
23. Copy of memo (7-21-98) from Dr. Jeanne Simpson regarding the summer load policy.

IV. Put on the Agenda:

- 98-53 MLE 4000, Practicum in Middle School Curriculum and Instruction, New Course.
- 98-54 Undergraduate Academic Waiver Changes.
- 98-55 AIS/COM 2100, Computer Concepts and Applications for Business, Revised Course.
- 98-56 Incomplete Policy Changes.
- 98-57 Academic Load Policy Changes for Summer Term.

Dr. Obia moved and Dr. Wohlstein seconded the motion to put these items on the agenda. Voting will be later.

V. 98-47 Public Administration Concentration for Political Science Major, New Proposal.

Dr. Richard Wandling and Dr. David Powell, Political Science, presented the proposal and answered questions of the Council. The motion to approve the concentration passed unanimously.

This action approves the following to become effective Fall 1998:

Public Administration Concentration for Political Science Majors.

In addition to meeting all requirements for the Political Science Major, students will take a total of 12 hours from two groups of courses. All courses with a PLS prefix taken to meet Public Administration concentration requirements must be in addition to requirements for the major.

Group One (9 hours): Students will take three courses from Group One, excluding the course taken to meet the public administration requirement for the major.

PLS 3413, 4793, 4873, 4893

Group Two (3 hours): Students will take one of the following courses:

PLS 3643, 4763, 3903, 4843, ECN 3851, ACC 3701

VI. 98-52 THA 4834, Methods of Play Production in Middle and Secondary Schools, New Course.

Dr. Jean Wolski, Theatre Arts, presented the proposal and answered questions of the Council. The motion to approve the new course passed unanimously.

This action approves the following to become effective Summer 1999:

THA 4834, Methods of Play Production in Middle and Secondary Schools. (2-3-3) SU. PLAYPRODUCTION.

The course focuses on the special problems of play production in the public schools for non-theatre majors.

Prerequisite: Graduate or senior standing or permission of the instructor.

VII. 98-20 Revision of the Integrated Core Writing Component Requirement.

Dr. Ken Sutton updated the Council on this item. He presented a draft from the subcommittee for review/discussion (attached). Dr. Bock moved and Dr. Wohlstein seconded the motion to postpone this item until September 24. The motion to postpone passed unanimously. The Council encourages people to attend the September 24 meeting to discuss the draft--or forward comments/suggestions to CAA members.

VIII. 98-45 Revision of the Academic Load Policy.

Dr. Frank Hohengarten, Enrollment Management, presented the proposal and answered questions of the Council. After discussion, Dr. Bock moved and Dr. Sutton seconded the motion to postpone this item until the Council receives a report from the Enrollment Management Advisory Committee. The motion to postpone passed unanimously.

Dr. Sutton exited the meeting at this point.

IX. 98-46 Revision of the Withdrawal Policy.

Dr. Frank Hohengarten, Enrollment Management, presented the proposal and answered questions of the Council. After discussion, Dr. Bock moved and Dr. Sutton seconded the motion to postpone this item until the Council receives a report from the Enrollment Management Advisory Committee. The motion to postpone passed by consensus.

X. Executive Director's Report.

The following item was approved by Executive Action to become effective Fall 1998:

Addition to the Catalog p. 68 under THEATRE ARTS: Theatre Arts majors must earn a minimum of at least a "C" (2.0) in each major course. A GPA of not less than 2.5 is required in the major.

The meeting adjourned at 4:00 p.m.

Sally Dolson, Recording Secretary.

ANNOUNCEMENT OF NEXT MEETING

September 3, 1998, 2 p.m.

Arcola/Tuscola Room - MLK Union

Agenda: 98-20 Revision of the Integrated Core Writing Component Requirement.*
98-45 Revision of the Academic Load Policy.**
98-46 Revision of the Withdrawal Policy.**
98-48 Policy on Review of Short Term Study Abroad Trips.***
98-53 MLE 4000, Practicum in Middle School Curriculum and Instruction, New Course.
98-54 Undergraduate Academic Waiver Changes.
98-55 AIS/COM 2100, Computer Concepts and Applications for Business, Revised Course.
98-56 Incomplete Policy Changes.
98-57 Academic Load Policy Changes for Summer Term.

*Postponed until 9/24/98.

**Postponed until more information is received.

***Postponed until 9/3/98.

Attachment A**MEMORANDUM**

27 August 1998

TO: CAA Colleagues

FROM: Frank McCormick (Member, CAA Core Writing Subcommittee)

SUBJECT: Draft of **REVISED** Description of Writing Component of Core Courses**REVISED DRAFT FOR DISCUSSION**DESCRIPTION OF WRITING COMPONENT OF CORE COURSES.

All of Eastern's general education courses require writing. Four of these courses--English 1001C and 1002C and their honors equivalents 1091C and 1092C--are writing-centered. In these courses students learn the principles and the process of writing in all of its stages, from inception to completion. The quality of students' writing is the principal determinant of the course grade. The minimum writing requirement is 20 pages (5,000 words).

Other general education courses, including all senior seminars, are writing-intensive. In such courses several writing assignments and writing activities are required. These assignments and activities, which are to be spread over the course of the semester, serve the dual purpose of strengthening writing skills and deepening understanding of course content. At least one writing assignment is to be revised by the student after it has been read and commented on by the instructor. In writing-intensive courses the quality of students' writing should constitute no less than 35% of the final course grade. The minimum writing requirement is 10 pages (2,500 words), no fewer than 7 of them to be due before the final week of class.

A few high-enrollment general education courses are writing-active. In writing-active courses, several writing assignments and writing activities are required. Some are graded. These writing assignments and activities are designed primarily to assist students in mastering course content, secondarily to strengthen students' writing skills.

MEMORANDUM

27 August 1998

TO: CAA Colleagues

FROM: Frank McCormick (Member, CAA Core Writing Subcommittee)

SUBJECT: Catalog's List of Graduation Requirements**DRAFT FOR DISCUSSION**

Complete with a grade of C or higher at least one 3000-level core writing-intensive course and at least one additional upper-division writing-intensive course in the major or in a cognate field.

{Possible Addition to Catalog's List of "Requirements for the Bachelor's Degree" (p. 48).}

